

Parent Handbook 2023-2024



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TO: VCNS Families
FROM: The VCNS Board
DATE: August 2023

Welcome to Village Cooperative Nursery School. The purpose of this handbook is to provide you with information related to the VCNS program and policies. Please read it carefully and revisit it for future reference. A copy of this handbook will always be available to you on our website vcns.org.

We look forward to having another wonderful year!

VCNS STAFF

Alison Harvey, BS - Teacher, Combined Class

Meag Foy-Anderson, BA - Teacher's Aide, Combined Class

VCNS BOARD

Emily Caldarelli, Co-chair
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ABOUT VILLAGE COOP NURSERY SCHOOL ... IT TAKES A VILLAGE

In our 48th year, the Co-op has continued the excellent tradition of refining the natural abilities of children and fostering self-confidence, learning skills, and independence by providing a relaxed and encouraging atmosphere where children can work and play together. Our school consists of numerous parent volunteers and dedicated certified teachers and is funded solely by student tuition, donations, and fundraising. The Village Co-op Nursery School serves approximately 15-20 families per year.

MISSION STATEMENT & VALUES

Village Cooperative Nursery School's mission is to develop the intellect, personality, body and heart of each child by creating an environment and experiences in tune with individual characteristics. We promote interactive experiences while at play and support the development of every child's self-esteem, self-reliance and positive view of life through family and community involvement.

Cooperatives are based on the values of self-help, self-responsibility, democracy, equality, and solidarity. In the tradition of their founders, cooperative members believe in the ethical values of honesty, openness, social responsibility, and caring for others.

BENEFITS OF THE SCHOOL:

For Children:

1. To develop at their own rate, become independent, self confident, creative, and cooperative.
2. To develop relationships, self-acceptance, and self-esteem.
3. To make the transition to elementary school smoothly.
4. To develop their own concepts about the world.
5. To have opportunities to develop socially, physically, cognitively, and emotionally in a balanced learning environment.

For Parents:

1. To gain insight into their child's world.
2. To have the opportunity to benefit from professional guidance when dealing with their child's behavior.
3. To reinforce their child's self-esteem.
4. To have the opportunity to form relationships with other preschool parents.

VCNS FAMILY RESPONSIBILITIES

At VCNS we work together as a community for the well-being of our entire school. We will be happy to accept help in the way of assistance, ideas, or support from any of our families when a fundraising opportunity arises. Attending monthly meetings of the Board and teachers is always welcome and encouraged as well!

Monthly Board Meetings

VCNS will hold monthly board meetings on the first Thursday of every month at 7pm at the school and through a secure Zoom link. Specific dates will be communicated to all parents via email and will also be posted on the announcement board in the entranceway of the school. Parents are encouraged to attend as many meetings as possible. Your input and ideas are welcomed in order to run your child's school more effectively to meet everyone's needs.

Parent Volunteer

Your experience with this school is one that your child and family will not easily forget. Our cooperative model offers families a variety of opportunities to actively participate including field trips, volunteering in the classroom, attending monthly board meetings, and participating in fundraising and family fun events.

DHS requirements for volunteers are a DCYF Clearance Request, which is done online, and fingerprinting done at the Attorney General's Office in Cranston.

The program provides parents an unparalleled opportunity to observe their children interacting in this setting and gain insight into their child's learning style. Our children benefit from the experience of having their parents model cooperation and participate actively in their education thus setting a high standard for the years to come. All family members who complete a background check are welcomed and encouraged to volunteer in the classroom.

Fundraising Committee

Each family is responsible for participating in our fundraising events. Our school relies on the participation of our families to benefit the school and the programs for our preschoolers.

Classroom Cleanup

Each family is responsible for attending a bi-monthly classroom clean-up at least twice during the school year. Sign ups will be held at the annual membership meeting. Families who don't sign-up will be assigned a time. If for some reason you are unable to participate in your assigned clean-up day, it is your responsibility to find a replacement prior to the clean-up. Sundays are not an option in the event rescheduling needs to happen.

STATEMENT ON CURRICULUM

Preschoolers are typically most responsive to “hands-on” activities. Our teachers design their classroom spaces with “learning stations” at which children can freely choose whether to participate or not and for how long. Our quality staff rotates and adds materials frequently to maintain and extend the child’s interest. Often our teachers create their own games and materials if commercial ones do not offer the challenge needed, or do not reflect the interests of the children. Young children seem to learn best when trained teachers build on the interests and abilities of the children. This reflects the currently recognized theory that endorses non-pressured, child-centered activities guided by an adult with a solid child development base and strong problem-solving skills. In such a program, parents truly become partners with the professional staff as they have opportunities to collaborate daily and actually participate in the classroom at least once each month. Information or discoveries about the child’s development are mutually shared, resulting in a program tailored to the individual child.

Our classroom environment is set up into learning centers. Our centers include dramatic play, manipulatives, science, texture table, writing center, creative arts, block area, and a reading area. The activities below are offered weekly. The children have an opportunity to explore these centers during free choice time. During this time, their learning experiences help them to work towards our program goals.

- Creative art - Examples include painting, collage, gluing, recycled construction, sculpting, etc.
- Manipulatives - Examples include peg boards, small blocks, Legos, wooden logs, gears, mobilos, etc.
- Science Experiences - Examples include weights, magnets, balancing, sensory experiences, etc.
- Texture Experiences - Examples include water, sand, goopy-goop, rice, seeds, oats, etc.
- Creative Dramatics - Examples include family life, grocery store, flower shop, restaurant, pet clinic, post office, etc.
- Gross Motor - Examples include climber, balance beam, tricycles, construction with blocks, parachute play, dancing, obstacle courses, ball play, etc.
- Group Time - Examples include songs, stories, instruments, finger plays, games, movement, experiments, literacy activities, listening, etc.
- Literacy Experiences - Examples include journal writing, language experience stories, poems and stories on charts, big books, story retelling, dictating experiences, letter games etc.
- Math Experiences - Examples include graphs and charts, group math games, measuring, calendar, classifying, seriating, cooking etc.

ASSESSMENT

Teachers make on-going observations of each child and routinely make formal assessments of developmental progress. These observations and assessments are used to individualize curriculum planning for further skill development and understanding as well as adjusting the daily schedule to fit children's needs. The children's needs and interests are always used to create a meaningful curriculum. Weaving unplanned, age appropriate activities and/or relevant conversation into the daily schedule is extremely important in inspiring young children to be engaged in their own learning as well as expand upon their language skills in a natural way.

PROGRAM GOALS FOR CHILDREN

Cognitive Development: Approaches to learning

- Observes objects and events with curiosity
- Approaches problems with flexibility
- Shows persistence in approaching tasks
- Applies knowledge or experience to a new context
- Respects and cares for classroom environment and materials
- Follows classroom routines and expectations

Cognitive Development: Literacy

- Enjoys and values reading and books
- Demonstrates understanding of print concepts
- Demonstrates knowledge of the alphabet
- Uses emerging reading skills to make meaning from print
- Comprehends and interprets meaning from books and other texts
- Understands the purpose of writing
- Writes letters and words

Cognitive Development: Mathematics

- Compares and measures
- Arranges objects in a series
- Recognizes patterns and can repeat them
- Shows awareness of time concepts and sequence
- Uses one to one correspondence
- Uses numbers and counting
- Recognizes and names common shapes

Cognitive Development: Science

- Explores cause and effect relationships
- Uses play to discover, question and understand the natural and physical world
- Pursues experimentation
- Uses senses and simple tools to explore and gather information
- Makes simple observations, predictions, explanations and generalizations based on real life experiences

Social Development

- Plays well with other children
- Recognizes the feeling of others and responds appropriately
- Shares and respects rights of others
- Uses thinking skills and discussion to resolve conflicts
- Appropriately seeks adult interaction and support
- Accepts consequence of actions

Language Development

- Hears and discriminates the sounds of language
- Expresses self using words and expanded sentences
- Understands and follows oral directions
- Answers questions
- Asks questions
- Actively participates in conversations

Creativity Development

- Takes on pretend roles and situations
- Makes believe with objects
- Plans and works cooperatively to create drawings, paintings, sculptures and other art projects
- Demonstrates self-expression through dance, music, and movement

Physical Health and Development

- Demonstrates basic loco-motor skills (running, jumping, hopping, galloping)
- Shows balance while moving
- Climbs up and down
- Pedals and steers tricycle (or other wheeled vehicle)
- Demonstrates throwing, kicking and catching skills
- Controls small muscles in hands
- Coordinates eye-hand movement
- Uses tools for writing and drawing
- Shows awareness of own body in space
- Demonstrates the increasing ability to perform self-care skills independently when eating, dressing, toileting and washing hands
- Makes healthy and safe choices

STATEMENT ON DIVERSITY

Stemming from the Village Co-op Nursery School's focus on the individual and our acceptance of differences, we are committed to incorporating and celebrating diversity in our program. One of the most important things we do in our work with children, families, and students is to encourage the recognition and acceptance of each individual's intrinsic uniqueness. We encourage all families to share various aspects of their cultural heritage as part of our program on an ongoing basis. This strengthens the link between a child's home and school and encourages awareness and celebration of differences.

STATEMENT ON GUIDANCE AND DISCIPLINE

At the Village Co-op Nursery School we are committed to supporting each child's progress toward becoming independent and self-disciplined. We provide an environment which encourages children to make choices and decisions with a limited number of rules. We promote freedom within our environment as long as children do not disrupt the classroom, or disregard the few rules that we do have. We do not allow children to hurt themselves, to hurt others, to hurt other people's feelings, or to damage property. We help the children to quickly learn our routines and expectations while assisting them in developing ownership of these rules.

Generally, children need guidance in using materials and interacting with others. If two children are in a conflict, they are encouraged to negotiate and discuss alternatives to solve the conflict peacefully. In some cases, this requires a great deal of teacher support and modeling. With practice, children can become independent in conflict resolution. In instances where children are repeatedly disruptive, out of control, or injuring themselves or others, they are removed from the group for the short time it takes for them to be calm enough to discuss alternate behaviors. They are then assisted in rejoining the group.

At VCNS, adults provide a positive, nurturing, supportive environment. Adult interactions include facilitating, mediating, guiding, and redirecting. Violence towards children is NEVER acceptable behavior. At Village Co-op Nursery School, adults will never yell at, belittle, embarrass, or physically strike children and will take every measure possible to create a positive verbal and non-verbal environment where children are always physically and emotionally safe.

STATEMENT ON CONFIDENTIALITY

At Village Co-op Nursery School we will maintain confidentiality and respect all families' right to privacy, refraining from the disclosure of confidential information.

Additionally, VCNS directors, chair people, and teachers will only disclose children's records or have verbal communication about children with other professionals after family consent has been obtained. Personal information including medical records, family history and assessment information is stored in a secure location within VCNS. Access to this information is limited to teaching staff, the VCNS Board, and state licensing authorities.

When there is reason to believe that a child's welfare is at risk, however, it is our obligation to share confidential information with agencies that may be able to intervene on the child's behalf. Any staff member who suspects that there is reason to believe a child's welfare is at risk will inform the director, who will take the appropriate action.

Each staff member, Board member, and family volunteer signs a "Statement on Confidentiality Agreement".

PROGRAM SCHEDULE & TUITION RATES

**Monday-Thursday, 9:00am drop-off with option of 12:30 or 2:30 pick-up
Fun Fridays 9:00 - 12:30**

(with the option of attending three days for our three-year-old students)

- **\$375/month--3 days/week**
- **\$475/month--4 days/week**
- **\$570/month--4 days/week + 2 extended days**
- **\$620/month--4 days/week + 4 extended days**
- **\$125/month--Fun Fridays add-on**

SAMPLE RHYTHM OF THE DAY

9:00-9:20 Arrival and Morning Work: Students enter, wash their hands, answer the question of the day with the assistance of an adult, then go to the tables where they write their names and complete a game until it is time for circle to begin. Each day there is a new game for each child to play, generally based on a language, math, or fine motor skill.

9:20-9:30 Circle Time: We use this time in our day to go over the daily calendar, explain what our day will look like, including a small introduction to the skills we will be working on.

9:30-9:45 Snack: Children learn how to be safe, as well as use their social skills to ask for things to be passed and their manners in asking for something.

9:45-9:50 Songs and Music: Our song and music time is a great opportunity for children to learn about the musical aspect of the creative arts. There are some days where children are invited to dance along to the songs, or play music to go along with a song. Children are encouraged to sing along too. Our songs vary each day, with some having a mathematical or a literacy topic.

9:50-10:45 Free Choice: Free choice time is when children are invited to pick a center in our classroom to explore. The centers in our classroom that are open each day are texture table, science, blocks, dramatic play, library, easel, playdoh table, and a must do table. These centers get changed every few weeks depending on the students' interest levels. During this time children learn to play with one another as well as explore in pre-planned learning centers.

10:45-10:55 Bathrooms

10:55-11:10 Story Time: Each day children will listen to a story that focuses either on a social skill we are working on, our science theme, their relationships to others, or the general enjoyment of listening to a story. It helps to give students practice sitting and focusing on a story, as well as learning to appreciate literature.

11:10-11:35 Project or Class Activity: During this time students are working on a specific skill that is being taught. Each day the project is different. Some days instead of having a sit down project, students will participate in a game or sorting activity to help reinforce the skills we are working on.

11:35-12:05 Lunch

12:05-12:30 Outside Time

12:25-12:30 Pack-Up/Dismissal

Fun Fridays: This session offers an additional opportunity for group play, sensory activities and fun within a less formal classroom structure. Fun Fridays are available to any children 3-5 years old, on a monthly basis, even if not otherwise enrolled.

*Please note: Parents can expect that handwashing with soap and water will be scheduled throughout the day as well as additional time spent outdoors.

CALENDAR 2023-2024

Thursday August 17, 2023, 3pm-4:30pm, Paperwork and Popsicles playdate

Monday through Friday, August 21-25, 9:00am-1:00pm, Camp for incoming class

Tuesday, September 5, 2023, 10:30am-11:30am, Orientation for students

Wednesday, September 6, 2023 VCNS First Day of School

Wednesday, September 13, 2023, Open House for parents and membership meeting

Monday, October 9, 2023 Indigenous Peoples' Day, CLOSED

Tuesday, November 7, 2023, Election Day, CLOSED

Friday, November 10, 2023, Veterans Day, CLOSED

Wednesday, November 22 - Friday, November 24, 2023, Thanksgiving Holiday Break,
CLOSED SCHOOL RESUMES MONDAY NOVEMBER 27, 2023

Friday, December 22, 2023, - Monday, January 1, 2024, Winter Break, CLOSED
SCHOOL RESUMES TUESDAY, JANUARY 2, 2024

Monday, January 15, 2024, Martin Luther King Jr. Day, CLOSED

Monday, February 19, 2024, - Friday, February 23, 2024, Winter Break, CLOSED
SCHOOL RESUMES MONDAY, FEBRUARY 26, 2024

Friday, March 29, 2024, Good Friday, CLOSED

Tuesday, April 2, 2024, Primary Day, CLOSED

Monday, April 15, 2024, - Friday, April 19, 2024, April Break, CLOSED SCHOOL
RESUMES MONDAY, APRIL 22, 2024

Monday, May 27, 2024, Memorial Day, CLOSED

Thursday, June 13, 2024, Last day of School

POLICIES AND PROCEDURES RELATED TO THE VCNS PROGRAM FOR CHILDREN

ENROLLMENT

Application for enrollment of children ranging in age from three years through five years old will be considered without regard to race, color, religion, sex, or national origin. The order of priority for enrollment placement is as follows:

1st Priority – Children intending to return for the following year

2nd Priority – Siblings of current members may enroll in the program

3rd Priority – Siblings of past members who have not had a child enrolled in the program for a minimum of one year may register at this time. It is not the responsibility of the Co-op to notify these members of the enrollment period.

4th Priority – Open registration will begin for all prospective new members. A registration fee will be collected along with the completed application form, and will be accepted on a first come first serve basis. A waiting list of substitute potential new members will be generated as well.

Registration Registration shall be conducted according to the priority listed above and to the time table enumerated below.

1st week – Children returning to the program and siblings of current members in the program.

2nd week – Siblings of past members of the program who do not have a child currently enrolled in the program.

3rd week – Open registration for all new prospective members

HOURS OF OPERATION

Village Cooperative Nursery School will offer a combined three-year-old and pre-kindergarten class for the 2023-24 school year:

Monday-Thursday, 9:00am-12:30pm
(with the option to attend Tuesday-Thursday for three-year-old students)

All children will have a snack and lunch at school, so please pack your child a lunch each day. Please note: there will be communal snacks daily. Parents will be notified ahead of time when an individual snack is required. Children should also be sent to school with a reusable water bottle labeled with their name to be used as their drink for snack and lunch. It is important to note that VCNS is a nut free school so please be mindful of this when packing your child's lunch.

TUITION

For your convenience, the annual tuition is broken up into 10 monthly payments. The following schedule is provided for payment of tuition:

June 2024 tuition: Paid in advance as a non-refundable tuition deposit.

September 2023 tuition: Due by August 25th, as well as a \$50.00 activity fee.

Remaining tuition: Due on the 25th of each month.

Last Payment: Due on April 25th. (No tuition due in May)

***Payments not made by the 10th of each month will be charged a \$5.00 late fee.**

*Some situations may arise that may make it hard or impossible to pay tuition. If you are unable to pay the tuition, please contact the Treasurer to set up a payment schedule.

*Payments that are more than 30 days late without discussion with the Treasurer will result in your child being disenrolled from the program.

*A fee of \$15 dollars will be charged for returned checks.

*Overall tuition has been broken down into 10 monthly installments.

COLLECTIONS

If a payment schedule for past due amounts is not set, or payments are not made, the Treasurer sends past due accounts to a collection agency for assistance. Families are always informed before this happens.

ARRIVAL AT SCHOOL

All children should do their best to arrive at school in time for the 9:00 am start. Please refrain from dropping your child off any earlier than the scheduled time. The teachers will be busy setting up for the day, and will be unable to provide your child with the appropriate supervision needed. Please plan to make the bathroom part of your routine prior to leaving home so that students are ready to begin their day in the classroom. Arriving late will be disruptive for your child as well as the other children and will prevent your child from benefiting from all aspects of our program. Please be mindful that adult conversations can be disruptive to the children and should take place away from the children in the hallway or outside.

SIGNING IN PROCEDURE

A sign-in sheet is located on the wall at the entrance to the classroom. It is mandated by law that parents must record their child's name, initials of parent, and any special comments (phone # where you can be reached if away from home, person picking up child if other than you) on a daily basis. This procedure must be followed each day your child is in attendance; therefore, please make it a part of your routine on arrival.

BACKPACK FOLDERS

Each child will need a folder of his/her own that will go home each day. Your child's folder should be checked daily for your child's work or special reminders, notes, etc. Please make sure it returns to school each morning in your child's backpack.

AUTHORIZATION FOR RELEASE OF CHILD

Each child will be released only to his/her parent or legal guardian, unless written notice is given to the Teacher. A release form with the names, addresses, and telephone numbers of all those people authorized to pick the child up from school will be kept in each child's file at the VCNS. Children will only be released to those people whose names are on this list. Thus, parents are asked to keep this list current.

If parents will not be picking up their child on a particular day, they are asked to write on the sign in sheet the name of the person who will be picking the child up and make sure this person's name is also on the release form in the child's file. In addition, parents are asked to convey this information to the teacher. When an unfamiliar person arrives to pick up a child, a teacher or teacher's aide will ask for identification and it must match the name of a person listed on the child's release form.

In the case of an emergency where a parent does not know in the morning that someone different will be picking up their child, we will release children only to those people on the release form. Parents are requested to call and let us know about this change in their plans.

We understand that on rare occasions it may be impossible for a parent or anyone on the release form to get to school to pick up a child. Please be advised that in these situations two staff or board members will remain with the child until a parent or authorized individual is able to retrieve the child.

When a custody arrangement or restraining order impacts child release decisions, the following procedures will be followed:

- Written documentation of the custody decision or restraining order will be kept in the child's file.
- If an unauthorized person attempts to have contact with the child in question, a VCNS staff member will utilize this documentation to deny contact with the child.
- If the unauthorized person refuses to leave the VCNS after seeing the documentation, the VCNS staff will notify the police by calling 911.

SIBLINGS

Many families will wish to volunteer in the classroom this year but may be unable to secure childcare for younger siblings. Our program is licensed by the Rhode Island Department of Children, Youth & Families for 3, 4, and 5-year-old children. Therefore, we are not licensed or equipped for children under the age of three. Please be aware that our teachers welcome parent volunteers and you are welcome to schedule a day well in advance so that childcare for younger siblings may be arranged. Many families in the past have “traded-off” younger siblings to enable volunteer opportunities and the arrangement tends to work out well for all involved.

It is expected that when you arrive at the school with your preschooler, siblings will be accompanying you. Please note that the classroom is set up for free play at the time your child arrives. The toys or activities are suitable for children over the age of three; therefore, it is your responsibility to watch the younger child during the dropping off procedure so he/she does not get hurt or “messy” in the classroom.

MONTHLY CALENDARS

Calendars will be handed out by the teacher monthly providing you with information regarding our daily events. Please post these calendars at home and refer to them each day prior to your child coming to school. Important information such as Show and Tell, field trips, food items, birthdays, etc., will be indicated on these calendars.

GRIEVANCE POLICY

Grievances by parents of children at Village Cooperative Nursery School are handled on an individual basis. Parents are encouraged to first speak with the child's teacher directly. Meetings can be set up to discuss the grievance. Parents who are not satisfied with the results of this meeting have the opportunity to continue this process by speaking with:

- Co-Chair Emily Caldarelli
- Co-Chair Michelle LaRose

ILLNESS

Please do not send your child to school with symptoms of an illness. Children should be **free without the assistance of medicine from vomiting, diarrhea, and fever for 24 hours before returning to school.** *Please note a fever is anything above 100 F.* Germs are easily spread in a nursery school classroom. In an effort to protect all of our students, families, teachers, and their families. If your child is showing symptoms of a new illness (ie. cold, virus, etc) please email the teachers and the school to notify us of the type of symptoms you are seeing in your child.

SICK POLICY

In the event a child presents with an illness during the school day every effort will be made to separate that child from the other children while at the same time making them feel comfortable. A parent/guardian/emergency contact will be contacted immediately. It is the school's expectation/requirement that every possible effort is made to retrieve your child from school within no more than one hour's time.

IMMUNIZATIONS

All students at VCNS are required to be up-to-date on all vaccinations in order to attend school. Immunizations are required for the health and safety of our VCNS community. This includes Flu Vaccinations.

BIRTHDAYS

Birthdays are important occasions for children. If you wish to plan a special celebration or bring a special treat, please notify the teacher. We suggest simple treats that we can help prepare ourselves.

HOLIDAYS

We try to remain flexible in our celebration of holidays and prefer to emphasize the family traditions and celebrations of our current families from year to year. Be sure to let your child's teacher know how your family celebrates their special times.

TOYS FROM HOME

It would be greatly appreciated if the children would have their toys remain at home. Due to the fact that the classroom is filled with a variety of toys, chances are that the toys brought from home will be misplaced. If a toy does unexpectedly appear at school, it will be returned to the parent or the child will place it in his/her cubby for the remainder of the day. The children will have the opportunity to share their personal toys with their classmates during the school year. The monthly calendar will indicate when items are to be brought to school for show and tell.

DRESS

Nursery school is an active and fun place to be! Please dress your child for messy activities since smocks do not cover everything. Although we try our best to prevent accidents, "accidents do happen!" so please dress accordingly.

OUTSIDE PLAY

Outside play is a regular and important part of your child's day at school. Children are expected to participate in outside play and need to wear appropriate clothing to school depending on the weather. Please do not ask us to exclude your child from outside play due to illness. All children attending school must feel fit enough to participate in all aspects of the program.

FIELD TRIPS

The school participates in at least one field trip per year. The field trip location will be announced in advance and there will be no school that day. Each child must be accompanied by an authorized adult. Transportation is not provided by VCNS. The field trips are for children enrolled in the program only. Siblings are welcome to attend certain field trips depending on location.

SUBSTITUTE POLICY

In the event the teacher cannot attend school, parents can help assist the teacher's assistant in the class as a volunteer. Parents interested in substituting can volunteer for a sub list at the beginning of the year. The Board will retain an official substitution list of professionally qualified teachers for anything other than a short-term leave or in the event that no parent volunteer is available.

INCLEMENT WEATHER

VCNS will close due to inclement weather along with the South Kingstown School Department closings. Cancellations or delayed openings for the South Kingstown School Department will be announced on 63 WPRO and PRO FM as well as on NBC channel 10. A delayed opening for South Kingstown School Department will be considered a cancellation for VCNS unless the delay of opening is only 1 hour. Be sure to listen for "South Kingstown Schools".

ESSENTIALS FOR YOUR CHILD

Each child will need a change of clothes including a shirt, pants, underpants, and socks in a bag with his/her name on it to be kept in the cubby. We also utilize "indoor shoes" and so we ask that your child leave a pair of shoes in their cubbies that can be used as their "indoor shoes". Examples of shoes that will work well are natives, crocs, or another rubber sole shoe that will be comfortable for children to wear during their indoor experiences at school and can be easily wiped clean if necessary. We are also asking that your child have a beach towel that can remain at school for the time being that can be used to enhance comfort while sitting outside for outdoor lessons.

SNACKS

Each family is responsible for providing a snack for the classroom on a rotating schedule. Parents will be provided details on the snack schedule in advance to assure families have

ample time to plan. Please check the labels, as the snack may NOT be processed in a facility with peanuts OR tree nuts. If your child has an allergy to certain foods, please be sure to let the teacher know. Also, if your child has an allergy that limits his/her diet, you may be asked to provide his/her snack on a daily basis.

If you would like to relate your snack to a particular theme, the teacher can provide you with ideas or suggestions. Keep in mind that this is a snack rather than a meal. Some suggestions are things such as fruits, vegetables, crackers, cheese, muffins, breads, etc. Also, bring the supplies needed for your snack such as napkins, spoons, bowls, etc. Set up the snack with the assistance of your child.

If additional snack or allergy information is needed, a separate memo outlining the specifics will be provided to each family at the beginning of the school year.

LICENSING

Village Cooperative Nursery School is licensed through the Rhode Island Department of Human Services. The purpose of licensing and certification is to ensure the health, safety and well-being of the children.

END OF THE DAY

School ends promptly at:

- 12:30pm Monday-Thursday
-2:30 for optional extended enrichment days

Please be respectful of this and arrive on time when picking up your child. Because this has been a problem in the past, there will be a \$5.00 charge for every 10 minutes after class ends that your child remains at VCNS if the teachers have not been made aware of the delay.

Pick-up will take place from the playground on a daily basis, weather permitting. Your child's belongings will already be outside hanging on the hooks on the fence and you will sign out with the teachers once you have collected their belongings. In the event of poor weather, pick-up will take place in a similar fashion to drop-off with children being

dismissed to their parent/caregiver one-by-one through our main door. Parents will not be permitted in the building.

CHILD ABUSE AND NEGLECT REPORTING POLICY

State law in Rhode Island requires that anyone who suspects child abuse or neglect must report that suspicion to the RI Department of Human Services.

Staff is aware that in suspected cases of child abuse or neglect that their role is to request an investigation, not to investigate.

There are four general types of abuse and neglect. These are

1. physical abuse
2. neglect
3. emotional abuse
4. sexual abuse

The official Village Co-op Nursery School Child Abuse and Neglect Reporting Policy is that:

1. any staff who suspects child abuse or neglect must immediately report the suspicion to one of the Co-Chairs
2. the Co-Chair will call the Child Abuse Hot Line
3. the Co-Chair will discuss the situation with the parent unless doing so would jeopardize the safety of anyone involved
4. at Village Co-op Nursery School, children are never alone with one adult

5 BOARD MEMBERS

CO-CHAIRS: (2 members)

Responsible for overseeing all operations of the co-op; respond to problems, coordinate with teacher on various issues; and administer operating procedures and records. These are volunteer positions that may last for one or more years depending on the situation and whether or not there is a person/people interested in assuming the position. An election will be held in the event of multiple interested persons.

TREASURER: (1 member)

Responsible for collecting monthly tuition and overseeing all aspects of financial record keeping pertaining to VCNS. The Treasurer also helps to establish the yearly budget and corresponds with the accountant when needed. The Treasurer is a member of the VCNS Board and must attend monthly Board meetings.

SECRETARY: (1 member)

Responsible for recording the minutes of all corporate and board meetings and distributing such minutes to members of the Co-op. The Secretary keeps updated lists of

all members from year to year on file. Responsible for all VCNS correspondence including checking VCNS email and voicemail regularly.

OPERATIONS: (1 member)

Responsible for overseeing the physical property is kept organized and clean per DHS regulations and fire code requirements. If the state of the school is not being held in such a way the Operations member has the authority to immediately enforce these requirements via email or during monthly Board meetings with prior consultation of the Co-chairs. The Operations member will take inventory of supplies and communicate with teachers and Treasurer when supplies need to be ordered. Operations will also assist with scheduling contractors when school improvements are necessary and deemed the responsibility of the organization.
